

Daily Construction Site Report: Template & Guide

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1. Introduction & Minimum Requirements

This document serves as both a guide and a printable template for creating daily construction site reports. A complete and accurate report is essential for tracking progress, ensuring safety, and maintaining clear communication among all project stakeholders.

Minimum Required Information: At a minimum, every daily report **must** include:

- **Date and Reporter's Name**
- **Weather Conditions**
- **Work Log:** Who was on-site and what tasks they performed.
- **Safety Incidents or Observations:** Even if none, state "No incidents to report."
- **Progress Photos:** At least one photo showing the general site status.

2. Daily Report Form

Section A: General Information

Field	Details
Project Address:
Date of Report:
Report Prepared By:

Weather Conditions: Fill out the table below. Note any weather that impacted work (e.g., "Heavy rain stopped outdoor work from 1-3 PM").

Time	Temperature (°C)	Wind (km/h)	Precipitation	Notes
Morning (AM):				
Afternoon (PM):				

Section B: Work Log & Personnel

List all trades and subcontractors on-site. Be specific in task descriptions. Example: "Demolished northern wall of Level 1 kitchen; removed 3 loads of debris."

Trade / Company	Personnel & Headcount	Hours Worked	Tasks Completed & Key Activities

Section C: Material & Equipment Log

Track all significant materials delivered to the site and major equipment used.

Material / Equipment	Supplier / Rental Company	Quantity	Notes (e.g., Delivered, Returned, On-Hire)

Section D: Site Issues, Delays & Safety

Document anything that could impact the schedule, budget, or safety. If there are no issues, write "None."

Category	Description & Action Taken
Schedule Delays:	<i>e.g., "Late material delivery delayed plumbing rough-in by 4 hours."</i>
Safety Incidents / Injuries:	<i>e.g., "Minor cut to worker's hand, first aid administered."</i>
RFIs (Requests for Info):	<i>e.g., "RFI #012 submitted regarding conflicting dimensions on Plan A-102."</i>
Other Issues:	<i>e.g., "Unexpected site visitor" or "Equipment malfunction."</i>

Section E: Inspections & Quality Control

Record any formal or informal inspections conducted.

Inspection Type	Inspected By	Outcome & Comments (Pass / Fail / Corrective Actions)

Section F: Attachments & Photos

Photos are mandatory. List the photos attached to the report, providing a brief description for context.

- **Photo 0:** *e.g., "Completed formwork for western slab."*
 - **Photo 1:**
 - **Photo 2:**
 - **Attachment 1:**
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Sample Report from Fieldwire

For a real-world example of a completed report generated using our digital system, see the link below.

[>> Daily Report TEMP \(PDF\) <<](#)